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MONTEREY PARK ORANGE ONTARIO SAN DIEGO LA QUINTA CULVER CITY

ATTACHMENT NO. 6

TECHNICAL MEMORANDUM

Date: May 11, 2022

To: Jose Mendivil & William Kavadas, Planning Division – City of Culver City

From: Ryan Kelly, Senior Engineer – KOA Corporation

Subject: Echo Horizon School Conditional Use Permit Application – Proposed Parking Demand Management Plan

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This Parking Demand Management (PDM) Plan has been prepared by KOA Corporation (KOA) to ensure that the Echo Horizon School (the "School") will provide on-site automobile parking sufficient to accommodate the demands of faculty/staff following the proposed increase in the maximum number of faculty/staff per School's Conditional Use Permit (CUP) Application. As part of the CUP Application, the School has requested that the total faculty/staff employment cap, inclusive of full-time and part-time employees, be increased from 40 to 56 – with a full-time equivalent (FTE) employment cap of 52 (the "Project"). Through PDM Plan implementation, the School is anticipated to generate with-Project automobile parking demands lower than the School's automobile parking supply and would, therefore, not generate off-site parking impacts.

EXISTING SCHOOL DESCRIPTION

The School is located at 3430 McManus Avenue in the City of Culver City (the "City"), as shown in Attachment A. The School site is located at the south end of the block bounded by Jacob Street to the north, Roberts Avenue to the east, and McManus Avenue to the west. The School is situated immediately north of the Syd Kronenthal Park and parking lot. The existing School has a total floor area of approximately 41,011 gross square feet, which includes 19 classrooms serving 185 students in grades Pre-K through 6th. Although the total faculty/staff employment cap is set at 40 per the current CUP approved in 2005, the School has increased staffing levels since that time. This increase in staffing is due to two key reasons: 1) the increased staffing needed to support the Echo Center Deaf and Hard of Hearing (DHH) students who require additional services in listening and spoken language from trained DHH teachers, auditory verbal therapists, and audiologists; and 2) the additional staffing needed to ensure health, well-being, and learning services for the School's diverse students with different learning and health profiles, particularly during and post-pandemic. The School currently employs 56 total faculty/staff members. Of the 56 existing total employees, 44 are full-time and 12 are part-time, translating to 51.18 existing FTE employees. The School site plan is depicted in Attachment B. As shown in Attachment B, the School has a surface parking lot with 42 automobile parking spaces (25 standard, 15 compact, and 2 Americans with Disabilities [ADA] compliant). The School also provides 10 short-term bicycle parking spaces, adjacent to the automobile parking and near the Kindergarten play yard.

EXISTING SCHOOL FACULTY/STAFF COMMUTE TRAVEL STATISTICS

As part of the evaluation of existing conditions at the School, the School and KOA surveyed faculty/staff in order to gauge their typical commute behavior. The survey results indicated that existing faculty/staff maintain the following general travel mode splits:

- Drive Alone – 47 of 56 (83.9 percent)
- Carpool – 2 of 56 (3.6 percent)
- Public Transportation – 2 of 56 (3.6 percent)
- Walk – 3 of 56 (5.4 percent)
- Bicycle – 1 of 56 (1.8 percent)
- Drop-off/Pick-up – 1 of 56 (1.8 percent)

Therefore, approximately 16 percent of existing faculty/staff commute to and from the campus via non-single-occupancy passenger vehicle. The School presently employs limited transportation demand management (TDM) measures regarding alternative modes, focused primarily on promotion and encouragement. So, the above travel mode percentages represent a conservative baseline condition. The School also employs alternative work schedules for several administrative employees, with one staff member working on-site only on Monday/Tuesday, and other staff working remotely one to two days per week.

In addition, the School provided existing faculty/staff home zip code data to determine where employees live in relation to the campus. Existing faculty/staff were found to live in zip codes centered the following approximate distances from campus:

- Less than 2.5 miles from campus – 13 of 56 (23.2 percent)
- Between 2.5 and 10 miles from campus – 23 or 56 (41.1 percent)
- Over 10 miles from campus – 20 of 56 (35.7 percent)

It should be noted that several faculty/staff who drive alone were shown to reside in the same zip codes and adjacent zip codes. This was true for areas including Venice, Playa Vista, West Los Angeles, and Culver City.

EXISTING SCHOOL FACULTY/STAFF AUTOMOBILE PARKING DEMANDS

In order to forecast the School's future with-Project automobile parking demands, it was necessary first to determine the automobile parking demands of existing faculty/staff. To that end, parking utilization data were collected based on an approach agreed to by City staff. The parking demand data were collected on two typical School days: Wednesday, March 23, 2022, and Thursday, March 24, 2022. Parking utilization sweeps were conducted at the following four locations:

- School parking lot
- Syd Kronenthal Park parking lot
- Roberts Avenue (on-street)
- McManus Avenue (on-street)

School employees are allowed to park in the School parking lot, but they are not permitted to park in the other three locations. The parking utilization sweeps were performed every 30 minutes, starting at 7:00 AM (approximately 30 minutes prior to before-School programming) and ending at 3:30 PM (approximately 30 minutes after the end of the School's regular academic hours). The data collection included recording the

last three characters of the license plate for each parked automobile in the above four locations. The license plate data were cross-referenced with license plate data provided by School faculty/staff, as part of the commute travel survey, in order to disaggregate School parking demands from non-School parking demands. The School automobile parking demand results are shown in Attachment C.

As shown in Attachment C, the vast majority of employee parking occurred within the School parking lot. Maximum parking demands in the School lot were 32 and 33 vehicles on March 23 and March 24, respectively. These maximum parking demands in the School lot occurred from 10:00 AM to 11:00 AM and from 2:30 PM to 3:00 PM on the respective survey dates. The remaining faculty/staff parking demands were found largely within the adjacent Syd Kronenthal Park parking lot, where maximum demands reached 8 and 10 automobiles, respectively, on the two survey days. No faculty/staff parking occurred on Roberts Avenue, but a single faculty/staff automobile was parked on McManus Avenue temporarily on each survey day. Based on the results, the maximum automobile parking demand for all faculty/staff across the four surveyed locations was 40 parked automobiles on March 23 (occurring at 10:00 AM and 10:30 AM) and 42 parked automobiles on March 24 (occurring at 2:30 PM).

It should be noted that there were 5 faculty/staff absences on March 23 and 6 faculty/staff absences on March 24. In order to provide a conservative analysis of faculty/staff automobile parking demands, the maximum observed demands were factored upward by factors of 56/51 and 56/50, respectively, to estimate maximum existing faculty/staff parking demands with 100 percent full employee attendance. At full attendance, the School is estimated to generate a maximum of 44 to 47 parked automobiles. The 47-parked automobile maximum aligns closely with the employee travel survey results, as well. Therefore, the existing maximum School parking demand is assumed to be 47 automobiles.

PROPOSED PROJECT

The proposed Project consists of the extension of the existing CUP to allow for the continued use and operation of the School, as well as an increase in the total number of faculty/staff members from 40 to 56 (with a FTE employee cap of 52). The School's staffing plan for the 2022-2023 school year consists of 52 total faculty/staff, including 41 full-time and 11 part-time employees, which converts to 48.08 FTE employees. As such, the Project would allow for School staffing levels to increase by approximately 4 total employees and 3.92 FTE employees beyond next year's staffing plan (and 0.82 FTE employees beyond existing conditions). The Project includes no physical changes to the School, so the automobile parking supply will remain the same at 42 spaces. The existing CUP expires at the end of June 2022.

PROJECT PARKING DEMAND & SUPPLY

The with-Project automobile parking demands of the School were forecast via two methods, based on adjustment factors related to the proposed changes in total and FTE employment. With a maximum existing School parking demand of 47 automobiles, the anticipated future maximum parking demand would be approximately 47 automobiles, based on a total employment adjustment factor (56/56). The forecast future maximum parking demand would be approximately 48 automobiles, based on an FTE employment adjustment factor (52/51.18). This analysis assumes the higher projected demand (48 automobiles) to be conservative. The with-Project parking supply remains at 42 automobile parking spaces, 2 of which are ADA compliant and therefore not included in the available parking supply of 40 spaces. Therefore, with a future peak parking demand of 48 automobiles and a total standard/compact parking supply of 40 spaces, the School is projected to operate at an 8-space parking deficit under with-Project conditions.

PROJECT PARKING DEMAND MANAGEMENT PLAN

As shown per the above analysis, the School is anticipated to operate at an 8-space parking deficit under with-Project conditions, assuming no changes to faculty/staff commute behavior or School operations and amenities. Therefore, in order to ensure that the School will have no off-site parking impacts post Project, this PDM Plan must decrease future faculty/staff automobile parking demands by approximately 17 percent.

As outlined in the following sections, the Project will implement a series of amenity improvements and PDM measures in order to provide adequate on-site automobile parking to accommodate the needs of all Project faculty/staff. The PDM Plan is designed to be flexible in order to regulate automobile parking demands, with required measures that must be employed, optional measures that can be implemented (as needed), and recommendations regarding existing School measures and operation of the School parking lot.

REQUIRED MEASURES

The following PDM measures will be required by the School as part of this Plan.

CENTRALIZED TRANSPORTATION INFORMATION DISPLAY

A bulletin board, display case, or kiosk displaying transportation information shall be installed in the faculty/staff lounge, where it will be accessible to all employees. All required information shall be stocked/updated on a regular basis. Such information will include, at a minimum, the following:

- Current maps, routes, and schedules for public transit routes serving the site, including rail service provided by the Los Angeles County Metropolitan Transportation Authority ("Metro") E Line
- Telephone numbers/websites for referrals on regional ridesharing agencies, transportation management associations, and local transit operators
- Ridesharing material supplied by commuter-oriented organizations
- Bicycle route and facility information, including regional/local bicycle maps and safety information
- A listing of any promotional materials for other facilities and resources that may be available for carpoolers, transit riders, bicyclists, and pedestrians at the site

EMPLOYEE TRANSPORTATION COORDINATOR / CARPOOLING

The School will establish an Employee Transportation Coordinator (ETC) position. The ETC will be responsible for maintaining the transportation information display and providing services such as on-site transit pass sales, assistance with carpool matching, oversight of the preferred carpool parking program, and other services listed below. The ETC will be a resource who employees can contact for PDM-related assistance. The ETC will facilitate employee carpool ride-matching using internal/external systems, databases, and other appropriate means. The availability of this service will be advertised through the transportation information display. The ETC will also coordinate the payment of carpooling incentives to carpool drivers and passengers. The School will offer the following monthly stipends to employees participating in the carpool program:

- $35 per month for each employee participating in a carpool
- $40 per month to be distributed evenly among the drivers of each carpool

The School and ETC will work together to include content encouraging and incentivizing faculty/staff to use alternative forms of transportation beyond individual automobiles in regular e-mail updates.

PRIORITY PARKING FOR EMPLOYEE CARPOOLS

The ETC will establish priority parking for employee carpools, as needed, based on faculty/staff demand. At a minimum, it is recommended that 3 automobile parking spaces in desirable locations will be reserved for future carpool use. The desirable locations include the standard parking spaces closest to the School building entrances. The extra width and length of the standard parking spaces will allow carpool drivers and passengers to arrive at and depart from the School more easily than using compact spaces. The number of employee carpool parking spaces will increase as more carpools form. As mentioned previously, the faculty/staff home zip code data indicated that several employees who drive alone to work reside either in the same zip code or near each other:

- 3 employees in the Venice community zip code 90291 who all presently drive alone
- 4 employees in the West Los Angeles community zip code 90034 who all presently drive alone
- 2 employees in adjacent Sen Pedro and Rancho Palos Verdes community zip codes who both presently drive alone
- 2 employees in adjacent Tustin and Santa Ana zip codes who both presently drive alone
- 3 employees in the West Adams community zip code 90016 who all presently drive alone
- 5 employees in the east Culver City zip code 90232, 2 of whom presently drive alone (3 walk)
- 2 employees in the Playa Vista community zip code 90094 who both presently drive alone
- 3 employees in the West Los Angeles community zip code 90025 who all presently drive alone

Given the location of employee residences, it is expected that carpooling with the assistance of the ETC will be the primary measure for reducing future automobile parking demands.

NEW EMPLOYEE ORIENTATION

Every new employee will be required to participate in an orientation. This orientation will be offered during the hiring process and will be conducted by the ETC. This orientation will include:

- An introduction to the concept and goals of parking demand management, both in general and how it specifically relates to the School
- The physical and programmatic resources and incentives available to all faculty/staff
- The distribution of parking demand welcome packages, with Metro pass promotional plans; detailed written information about the parking demand strategies, resources, and incentives; and phone numbers and website links for further information

ANNUAL CONTINUING EMPLOYEE ORIENTATION

This continued orientation will be offered on an annual basis to all School faculty/staff. This training will be in addition to the orientation offered to new employees, as described above. This orientation will be conducted by the ETC. This training will serve to:

- Review all of the resources and services of the PDM Plan
- Address current strengths and shortcomings of the PDM Plan
- Solicit comments, complaints, and/or recommendations from faculty/staff
- Discuss potential future changes and updates to the PDM Plan

OTHER MARKETING

Annual state- and regional-level events, such as those relating to Rideshare Week and Bike-to-Work Day, will be advertised and potentially used as the setting for a site-specific marketing event and/or transportation fair.

GUARANTEED RIDE HOME PROGRAM

This program offers registered alternative commute participants a free ride home (e.g., via a taxi voucher arrangement or a transportation network company [TNC] like Uber or Lyft) in the event of an emergency or unexpected late work at the School. The number of emergency rides is typically limited to 6 per year to prevent overuse of the program. Such a program is often a valuable selling point to employees who want to engage in carpooling or an alternative mode arrangement but are concerned about being stranded should an emergency or the unexpected arise.

DISCOUNTED TRANSIT PASSES

As warranted by employee demand, the ETC will negotiate with local transit (train and bus) providers to purchase transit passes in bulk at a discounted rate (e.g., through a Transit Access Pass [TAP] program) and provide School faculty/staff with a minimum 50 percent off on transit passes.

OPTIONAL MEASURES

The following PDM measures are optional and can be implemented by the School, if needed, in order to reduce automobile parking demands.

PARKING CASH OUT

Any full-time employee working at the School may be offered the option to be paid an annual $400 parking subsidy, to be used at the employee's discretion for any expenses associated with commuting to and from work or any other expenses, in exchange for relinquishing a parking space within the School parking lot. Any employee taking advantage of the parking cash out must qualify through the use of a non-automobile travel mode alternative, such as public transit, bicycling, or walking.

BICYCLE TOOL AND REPAIR STAND

The School may install a bicycle tool and repair stand on site, in a well-lit area accessible to Project faculty/staff and near on-site bicycle parking. The tool and repair stand would be self-serve, contain a working pump and other basic tools, and would be available at all hours during which the School is open.

FREE ON-SITE SHARED BICYCLES

The School may provide up to 3 free on-site shared bicycles to be used by Project faculty/staff. These bicycles would be provided free-of-charge on an hourly or daily basis. Parking for these bicycles would be provided on the Project site. The ETC would maintain a contact list for people interested in forming bike-sharing user groups. Such a program would also support employees interested in carpooling or an alternative mode arrangement who are concerned about only being able to make trips by foot during the School day (e.g., at lunch break).

LONG-TERM BICYCLE PARKING SUPPLY

Beyond the School's existing bicycle parking supply of 10 short-term spaces, the School may provide additional long-term bicycle parking spaces. Secure, long-term bicycle parking may consist of a fully enclosed space or a locker accessible only to the owner/operator of the bicycle that better protects the bicycle from inclement weather and potential theft. The School has identified a location within the main play yard that can accommodate up to 3 long-term bicycle parking spaces.

EXISTING SCHOOL MEASURES AND PARKING LOT OPERATION

As described previously, the School already implements some PDM and TDM measures, in the form alternative work schedules and alternative mode promotion and encouragement. It is recommended that

the School continue allowing alternative work schedules for appropriate non-instructional staff and evaluating the potential for additional remote work.

In terms of the School parking lot operation, two changes are recommended:

- Three (3) existing employees indicated that they do not park in their assigned School parking lot spaces, and instead park off-site, because they feel their automobiles do not fit well in their assigned spaces. Therefore, the School should reevaluate the assignment of parking spaces to ensure that larger vehicles utilize the standard-size spaces and smaller vehicles utilize the compact-size spaces.
- To the extent feasible, remove the assignment of spaces to individual employees to allow for better utilization of on-site parking spaces.

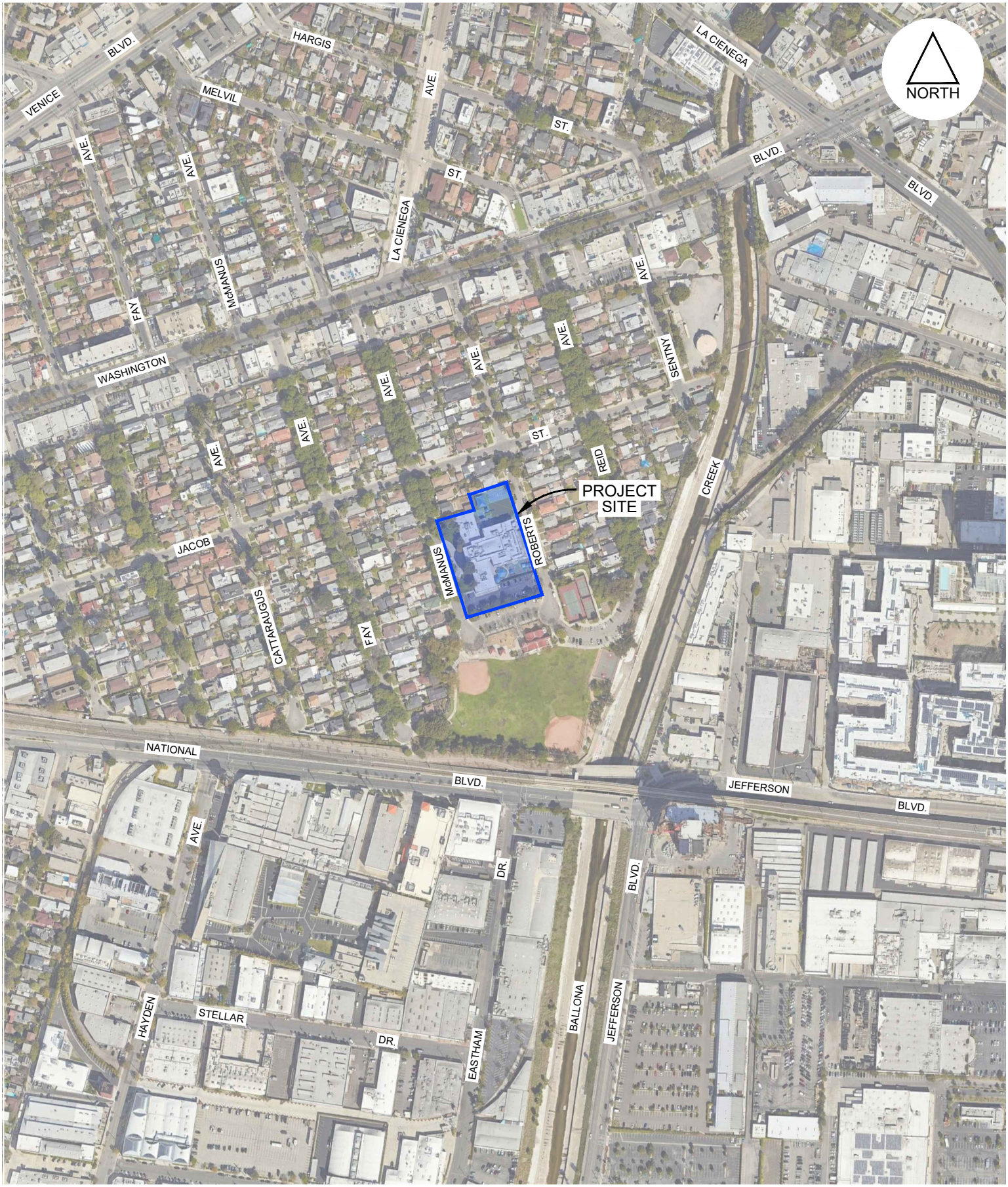
CONCLUSIONS

The robust PDM Plan outlined above is expected to have a substantial effect on the parking demands of the Project. With many faculty/staff living within a short radius of the School campus and several within a short radius of one another, there are major opportunities to shift a higher proportion of faculty/staff to the pedestrian, bicycle, and transit modes. The School will emphasize carpooling in its PDM Plan through the establishment of an ETC, encouragement and incentives, ride-matching assistance, preferential parking, and a guaranteed ride home program. With a high concentration of faculty/staff living near campus and/or near one another, the carpooling program is anticipated to be particularly effective.

Through implementation of the proposed PDM Plan, the School is anticipated to generate lower automobile parking demands than the future automobile parking supply and would, therefore, not generate off-site parking impacts. The existing School employee parking that occurs within the adjacent Syd Kronenthal Park parking lot and along McManus Avenue will be eliminated. The Plan will ensure that the School will be able to provide adequate on-site automobile parking to accommodate the needs of all faculty/staff post Project.

ATTACHMENT A

PROJECT SITE LOCATION MAP



ATTACHMENT A

4/21/2022
FN: JC28037\PROJ-SITE LOCATION

PROJECT SITE LOCATION MAP

300 Corporate Pointe, Suite 470
Culver City, California 90230
Ph (310) 473 6508 F (310) 444 9771
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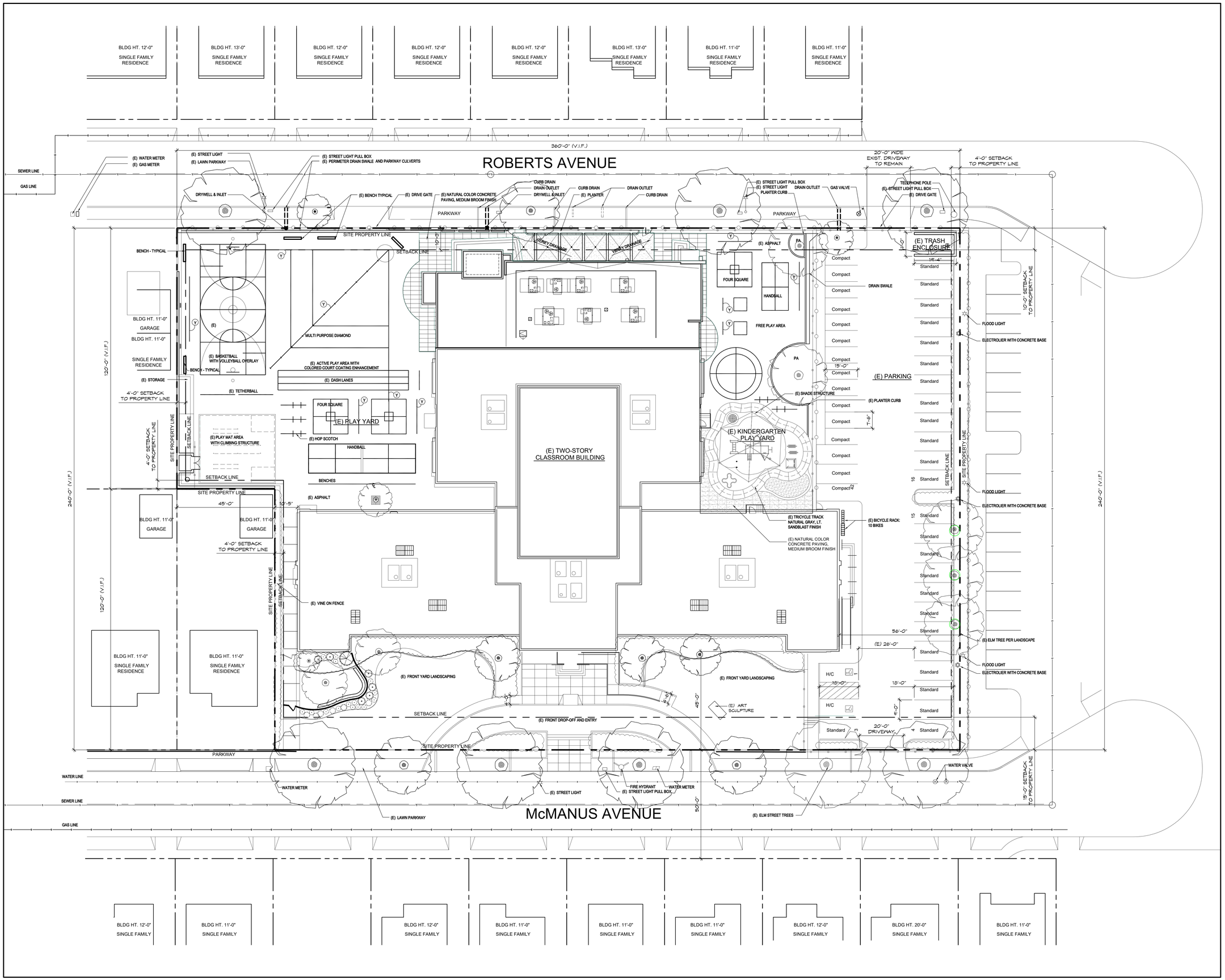
ATTACHMENT B

PROJECT SITE PLAN



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LICENSED ARCHITECT
MAUREEN SULLIVAN
C-17422
DEC. 31, 2023
STATE OF CALIFORNIA

CONSULTANT

PROJECT

ECHO HORIZON SCHOOL
2022 CUP UPDATES

3430 McMANUS AVENUE
CULVER CITY, CA 90232

ISSUE

03-11-2022	CUP UPDATES	1
04-08-2022	CUP UPDATES RESUBMITTAL	2

REVISION

SHEET

EXISTING SITE PLAN

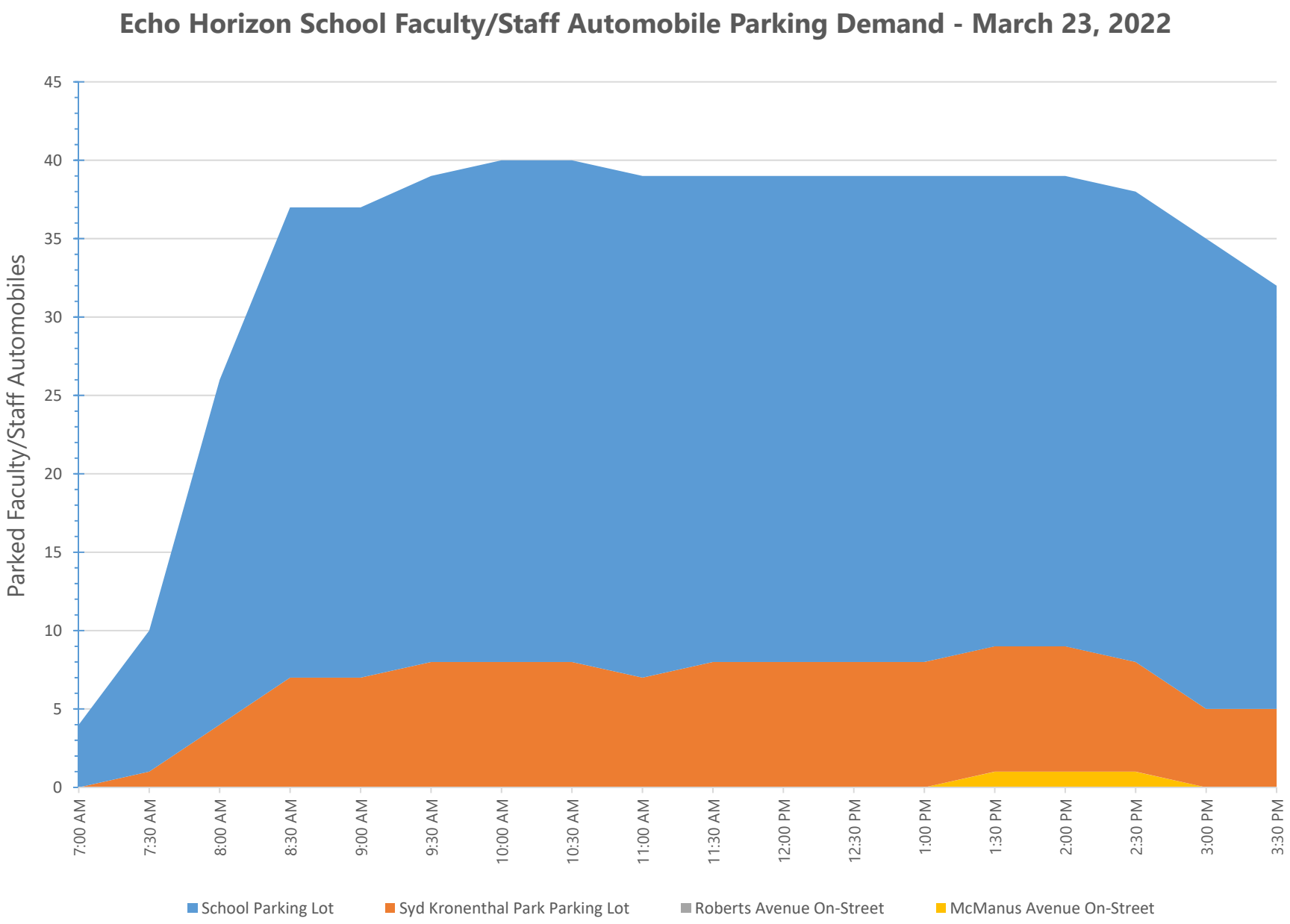
SCALE: 1/16"=1'-0"

DRAWN BY:
PLOT DATE: 04-08-22
PROJECT NO: A0101_SP
FILENAME: A0101_SP

A1.01 A

ATTACHMENT C

ECHO HORIZON SCHOOL
AUTOMOBILE PARKING DEMANDS
(MARCH 23, 2022 AND MARCH 24, 2022)


Echo Horizon School Faculty/Staff Automobile Parking Demand - March 23, 2022
Parked Faculty/Staff Automobiles
45
40
35
30
25
20
15
10
5
0
7:00 AM
7:30 AM
8:00 AM
8:30 AM
9:00 AM
9:30 AM
10:00 AM
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12:00 PM
12:30 PM
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2:00 PM
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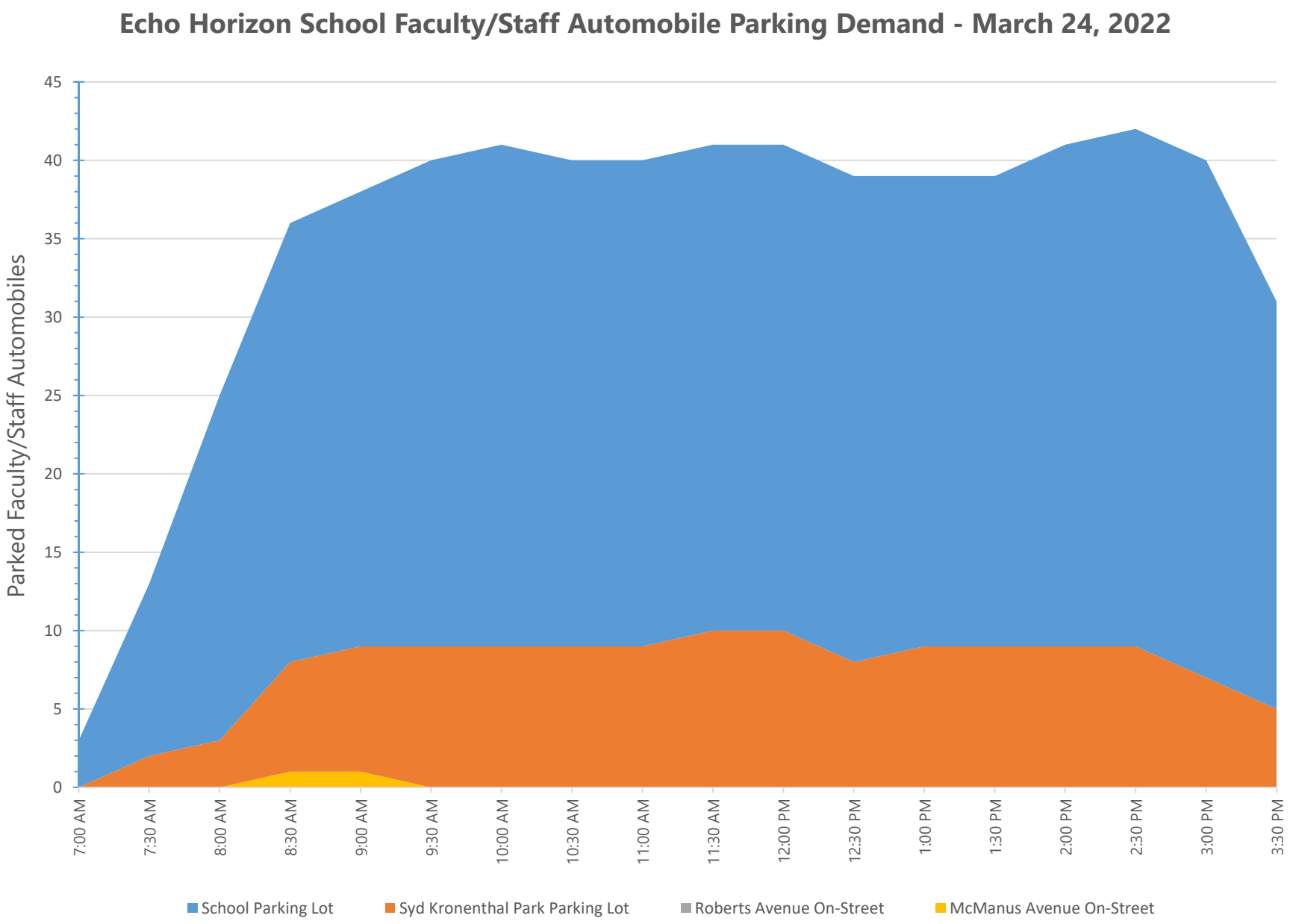
3:00 PM
3:30 PM
School Parking Lot
Syd Kronenthal Park Parking Lot
Roberts Avenue On-Street
McManus Avenue On-Street


Echo Horizon School Faculty/Staff Automobile Parking Demand - March 24, 2022
Parked Faculty/Staff Automobiles
45
40
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30
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7:00 AM
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School Parking Lot
Syd Kronenthal Park Parking Lot
Roberts Avenue On-Street
McManus Avenue On-Street